



# **California Timber Regulation and Environment Evaluation System**

## **External User Guide**

**Version 1.2**

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## 1.0 Access to CalTREES Web Portal and Site Navigation

The CalTREES Web Portal can be reached at: <https://caltreesplans.resources.ca.gov/caltrees>.

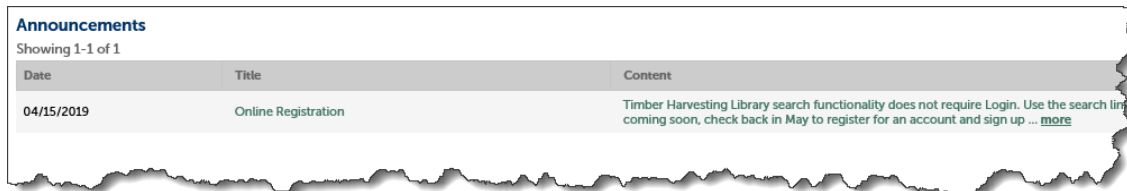
**To search and review plans, no login is required.** A CalTREES user account is required to: 1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

Navigating the CalTREES home page:

- 1) **Search link** – click this link to take you to the Search screen.
- 2) Additional link that takes you to the Search screen.
- 3) **CalTREES Information link** – click this link to take you to the *CalTREES Information Portal* site where you will find the CalTREES Support email address, training materials and other useful information.
- 4) **CalTREES User Guide link** – click this link to open the CalTREES External User Guide
- 5) **CalTREES Account Login** – enter your User Name or Email and Password to access your account. Please remember that you do NOT need to log into CalTREES to use the search and reporting features.
- 6) **New User Account link** – click this link to create a new CalTREES user account. See [Section 2.0 Create a New Online CalTREES Account](#) for more information.
- 7) **Reports List** – click the drop-down arrow to show the list of available reports. See [Section 6.0 CalTREES Reports](#) for more details on the reports listed.

The screenshot shows the CalTREES web portal home page. The header includes the CalTREES logo, the text 'DEV ENVIRONMENT', and a navigation bar with links: Search (1), CalTREES Information (3), and CalTREES User Guide (4). Below the header, there are links for Accessibility Support, Register for an Account, Reports (4) (7), and Login. The main content area has a 'Home' tab and a 'Timber Harvest Document' tab. Under the 'Timber Harvest Document' tab, there is a 'Search Timber Harvest Documents' button (2). The 'Advanced Search' section contains a login form with fields for 'User Name or E-mail' and 'Password', a 'Login »' button (5), and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account' (6). The 'Welcome to CalTREES' section provides information about the system and its features.

- 8) **Announcements** - Click this link at the top-right of the screen to view any system-wide Announcements. All Announcements will be listed by date. Click on the **Title Link** to view.



**Announcements**  
Showing 1-1 of 1

Date	Title	Content
04/15/2019	Online Registration	Timber Harvesting Library search functionality does not require Login. Use the search link coming soon, check back in May to register for an account and sign up ... <a href="#">more</a>

- 9) Tabs help to navigate to different areas in CalTREES and each tab has different options. See [Section 3.0 Tabs](#) for more information.



**CALTREES** DEV ENVIRONMENT  
Timber Regulation and Forest Restoration

Search

**Home** Timber Harvest Document CalTREES Public Services

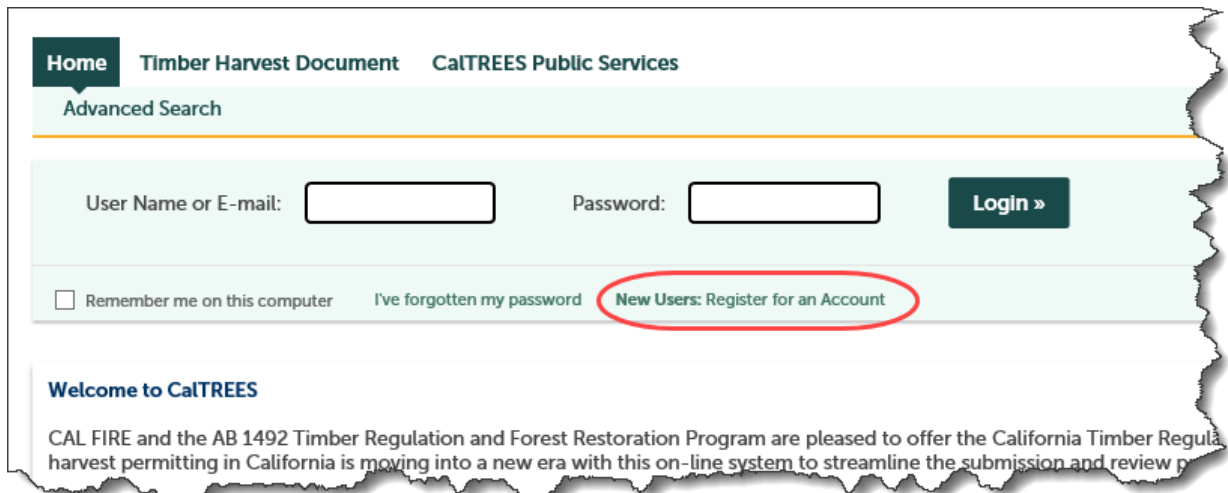
Advanced Search

User Name or E-mail:  Password:  **Login »**

## 2.0 Create a New Online CalTREES Account

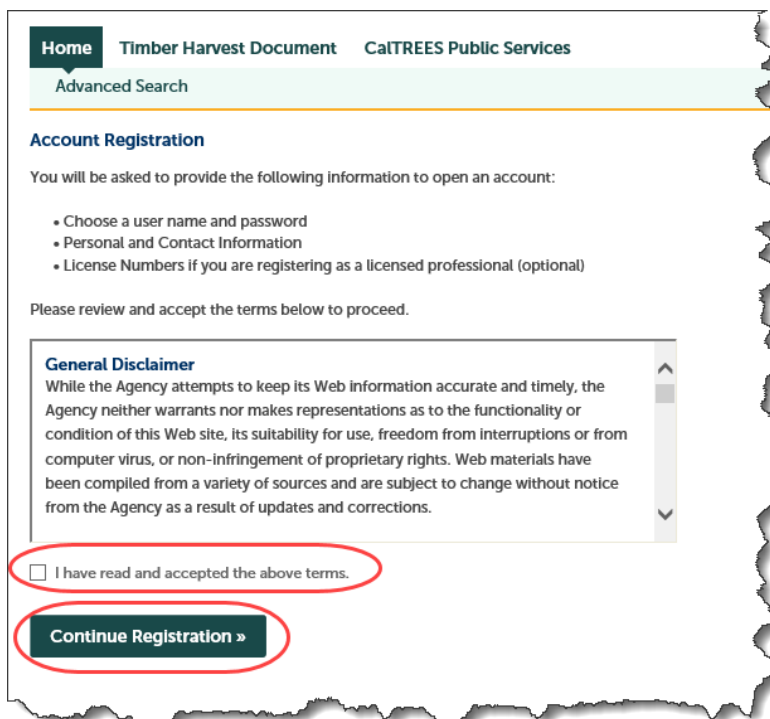
To search and review plans, no login is required. A CalTREES user account is required to: 1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

1. Click on **New Users** link.



The screenshot shows the CalTREES Public Services page. At the top, there are navigation links: Home, Timber Harvest Document, and CalTREES Public Services. Below these is an 'Advanced Search' section. The main content area has a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login form, there are three links: 'Remember me on this computer' (with a checkbox), 'I've forgotten my password', and 'New Users: Register for an Account' (which is circled in red). Below the links, there is a 'Welcome to CalTREES' section with a paragraph of text about the California Timber Regulation.

2. Read the disclaimer and check the box. Click on the **Continue Registration** button.



The screenshot shows the CalTREES Account Registration page. At the top, there are navigation links: Home, Timber Harvest Document, and CalTREES Public Services. Below these is an 'Advanced Search' section. The main content area has a heading 'Account Registration' and a paragraph of text: 'You will be asked to provide the following information to open an account:'. Below this are three bullet points: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below the bullet points is a paragraph: 'Please review and accept the terms below to proceed.'. Below this is a 'General Disclaimer' section with a scrollable text area. Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' (which is circled in red). Below the checkbox is a 'Continue Registration »' button (which is also circled in red).

3. Under Login Information, enter information for all required fields.

Home Timber Harvest Document CalTREES Public Services

Advanced Search

### Account Registration Step 2: Enter/Confirm Your Account Information

#### Login Information

\* User Name:  ?

\* Password:  ?

\* Enter Security Question:  ?

\* Mobile Phone:

\* E-mail Address:

\* Type Password Again:

\* Answer:  ?

#### Contact Information

4. Under the Contact Information section, click the **Add New** button.
5. In the Type drop-down list, select Contact and click the Continue button.
6. Enter the Contact information for all required fields.
7. Scroll down to the Contact Addresses section and click the **Add Additional Contact Address** button.

### Contact Information

\* First:  Middle:  \* Last:

Name of Business:

\* Primary Phone:  Alternative Phone:

E-mail:

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

8. For Address Type, select **Mailing**. Enter the required information and click the **Save and Close** button to continue.

The screenshot shows a form titled "Contact Information" with a sub-section "Contact Address Information". The "Address Type:" dropdown menu is circled in red. Below it are input fields for "Address Line 1:", "Address Line 2:", "City:", "State:" (a dropdown menu), and "ZIP Code:". At the bottom, four buttons are visible: "Save and Close" (circled in red), "Save and Add Another", "Clear", and "Discard Changes".

9. Click the **Continue** button. You will get this message box, click the **Continue** button.

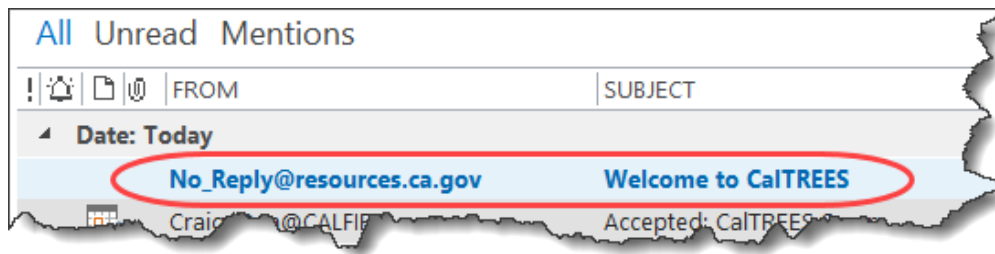
The message box contains the text: "The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information." Below the text are two buttons: "Continue" and "Cancel".

10. Click the **Continue Registration** button. You should receive this message:

The screenshot shows the "CalTREES Public Services" page. At the top, there are links for "Home", "Timber Harvest Document", and "CalTREES Public Services". Below these is an "Advanced Search" bar. A green banner with a checkmark icon and the text "Your account is successfully registered." is displayed. Below this, a message says "Congratulations. You have successfully registered an account." A dark green box titled "Account Information" contains the following details: "User Name: jodireagan" and "E-mail: jodi.reagan@fire.ca.gov".

11. You should also receive a Welcome email from "No\_Reply@resources.ca.gov".





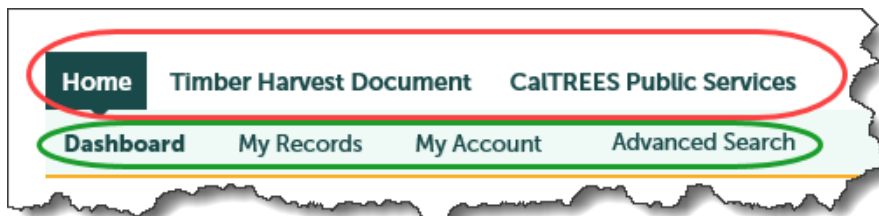
12. Once your account has been created, you will need to login; click the **Login Now** button. Enter your email address and your password and click the **Login** button.

Login Now

## 3.0 Tabs

The tabs help to navigate to different areas in CalTREES. Each tab has different options.

### 3.1 Home Tab



- **Dashboard** - this will show you any records you are working on that are "In Progress."
- **My Records** - this is where you will find any Notification Requests you have subscribed to.
- **My Account** - this is where you can update your account information such as password, address, etc.
- **Advanced Search** - takes you to the Search screen (within your account)

### 3.2 Timber Harvest Document Tab

In the future, this section is where timber harvesting documents can be submitted online. Please note that this section is only active for a select set of stakeholders.

### 3.3 CalTREES Public Services Tab

Currently, the Public Services tab only has the Notification Request service available. In the future, this will be where Public Comments can be submitted online.

Click on the CalTREES Public Services tab and it will take you to the Request Notification feature. See [Section 4.0 Subscribe to a Notification](#) for details.

## 4.0 Subscribe to a Notification

Click on the **CalTREES Public Services** tab.

You need to read the disclaimer and check the box each time before proceeding and then click “Continue”. This will take you into the **Notification Request** page.

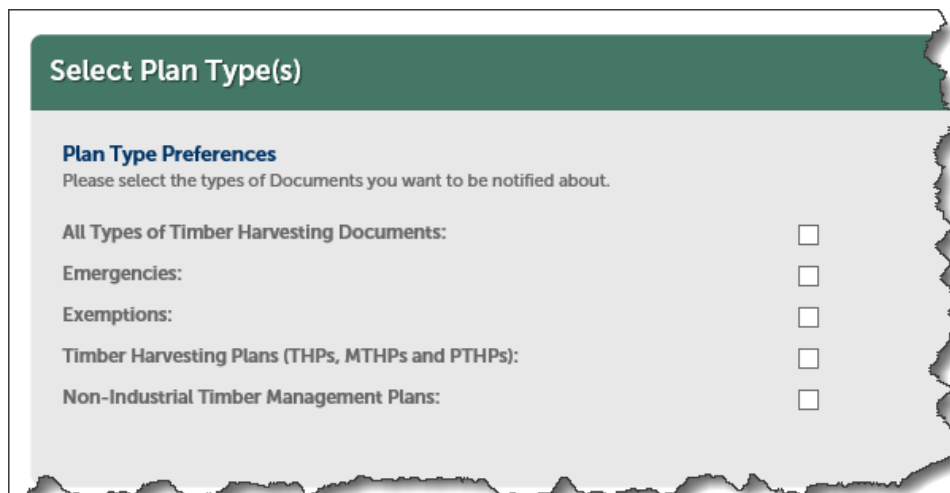
#### Frequency Settings:

Select a notification frequency from the drop-down list

A screenshot of a web form titled "Frequency Setting" with a green header. Below the header, the text "Frequency Setting" is followed by two lines of explanatory text: "Weekly Notifications are generated every Saturday for the prior 7 days of activity." and "Monthly Notifications are generated the first of every month for the prior month of activity." Below this text is a red-bordered box containing a label "Select frequency of the notifications:" and a dropdown menu with "--Select--" and a downward arrow.

#### Select Plan Type(s):

Check the box for the Types of Records you would like to be notified about.

A screenshot of a web form titled "Select Plan Type(s)" with a green header. Below the header, the text "Plan Type Preferences" is followed by the instruction "Please select the types of Documents you want to be notified about." Below this are five rows of text, each followed by a checkbox: "All Types of Timber Harvesting Documents:", "Emergencies:", "Exemptions:", "Timber Harvesting Plans (THPs, MTHPs and PTHPs):", and "Non-Industrial Timber Management Plans:".

#### Select Watershed(s):

1. Click the **Add A Row** button.

2. Enter a **Watershed ID Number** or select from the drop-down menu and then click the **Submit** button.

**Watershed Choices**

To limit results to specific watershed(s), add 1 or more rows to the table below. If table below is empty, activity on all watersheds will be included.

Please Note: If you select Watershed AND County(ies), only documents that reside within both will be included in your notification.

Watershed Identification Number:

Name:

Submit

101 Ranch  
201 Spur  
25 Hill  
AMOS-OGILBY  
Abalobadiah Creek  
Abbot Canyon  
Abbott Creek  
Abbotts Lagoon (2201.210002)

3. Repeat as needed for additional Watersheds.

### Select County(ies):

1. Click the **Add a Row** button
2. In the drop-down list, select the county and click the **Submit** button.

**County Choices**

To limit results to specific county(ies), add 1 or more rows to the table below.

Please Note: If you select Watershed AND county(ies), only documents that b


County:

Submit

3. Repeat as needed to add additional counties.

**NOTE:** You can click the Save and Resume Later button at any time to save your entries. You will receive the message below. On your Dashboard, click on **Resume Application** to complete your Notification Request.

New Search Contact Us

 **Your partial application (19TMP-000202) has been successfully saved.**  
To resume the application(s), go to the Records section and click the Resume Application link.

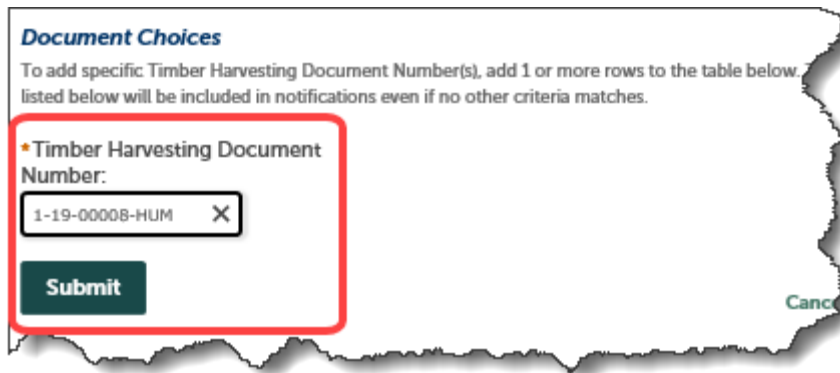
**Records**

Showing 1-1 of 1 | Download results | Add to collection

Date	Document Number	Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
04/10/2019	19TMP-000202	Notification Request					Resume Application	

### Select Timber Harvesting Document Number(s)

1. Click the **Add a Row** button.
2. Enter the Timber Harvesting document number and click the **Submit** button.



3. Click the **Continue** button.
4. The Review page is displayed next. Review all information and make changes as needed.
5. Click the **Continue** button to submit your Notification Request application.

*NOTE: Once your Notification Request is complete, you are given a Record Number. You do not need to write this number down.*

### View Record Details

1. To view Record Details for any Notification, click on the **Home** tab and then click on **My Records**.
2. Expand the arrow next to CalTREES Public Services and you will see your Notification Request. Click on the **Document Number link** to open the record.
3. Under *Record Details*, expand the arrow next to *More Details*, and then click the **plus (+) sign** for *Application Information* and *Application Information Table* to display the details of the Notification Request.

The screenshot shows the 'Record Details' page in the CalTREES system. It features a sidebar with expandable sections. Three red arrows point to specific sections: the first arrow points to the 'More Details' section header, the second arrow points to the 'Application Information' section header, and the third arrow points to the 'Application Information Table' section header. The 'Application Information' section is expanded, showing 'General Settings' with fields for 'Email Address to Notify' (jodi.reagan@fire.ca.gov) and 'Select how often you want the notification to be:' (Weekly). Below this is the 'NOTIFICATION\_PREFERENCES' section with a table of settings. The 'Application Information Table' section is also expanded, showing a table of counties.

NOTIFICATION_PREFERENCES	
All Record Types:	No
Emergency:	No
Exemption:	No
Timber Harvesting:	Yes
Non-Industrial Timber Management Plan:	No

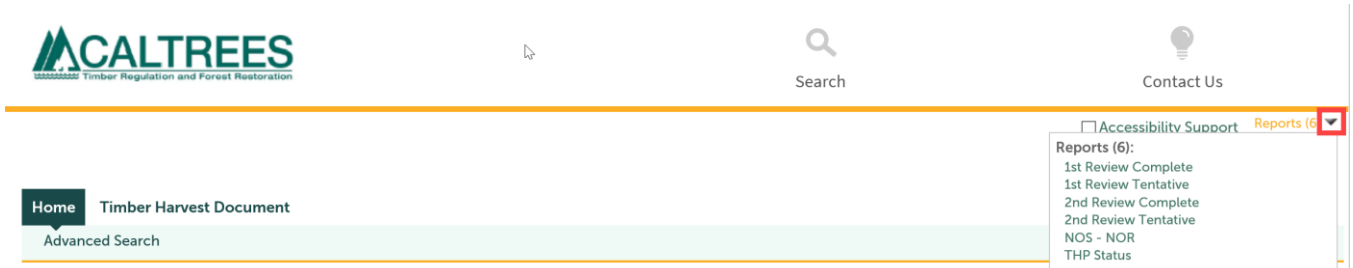
Application Information Table	
COUNTIES	
State:	California
County:	Shasta
State:	California
County:	Tehama

Create Amendment

4. Click the **Update Information** button to unsubscribe from that particular Notification Request or make changes to it.

## 5.0 CalTREES Reports

To get to the online reports, **Click** on the arrow next to “Reports” on the CalTREES home page or the Search home page. Once you click on the arrow, a list of reports will be displayed. **Click** on the name of report that you would like to run. Once all parameters are entered, **Click** submit to run the report.



### 5.1 1st Review Complete Report

Provides a list of all First Reviews completed in the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the First Reviews completed in the seven days before the end date provided.

### 5.2 1st Review Tentative Report

Provides a tentative list of First Reviews that will take place during the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the tentative First Reviews scheduled in the seven days before the end date provided.

### 5.3 2nd Review Complete Report

Provides a list of all Second Reviews completed in the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the Second Reviews completed in the seven days before the end date provided.

#### Input Parameters for all Review Reports

Please input report parameter(s):

\* Region: 1=Coast, 2=Casc, 3,4=Sierra:

\* For week ending on:



Submit

Cancel

## 5.4 2nd Review Tentative Report

Provides a tentative list of Second Reviews that will take place during the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the tentative Second Reviews scheduled in the seven days before the end date provided.

## 5.5 NOS – NOR (Notice of Submission and Notice of Recirculation) Report

Provides the official list of NOS and NORs that occurred during the specified time period. The CAL FIRE Region number and the start and end dates must be provided. In diagram on right is the list of parameters that need to be entered for this report:

*Input Parameters for NOS-NOR Reports*

Please input report parameter(s):

\*Region:1=Coast,2=Casc,3,4=Sierra:

\*For period beginning on:

\*For period ending on:

## 5.6 THP Status Report

Provides a list of the timber harvest plans that are currently being processes. No input parameters are required.

## 6.0 Search for Timber Harvesting Documents

To reach the Search Home Page, **Click** on: 1) “Search” magnifying glass **or** 2) the words “Search Timber Harvest Documents”.

### 6.1 Search Criteria

All items on the search page can be used as search criteria. Figure 1 - CalTREES Search Criteria shows all eight of the fields that can be used for searching in CalTREES. On the Search Home Page, to make the “Watersheds” search field visible, **Click** on the “Search Additional Criteria” link.

CalTREES Help text can be found for items that have a question mark next to the item (?). **Click** on the question mark next to the item and additional information about the search field will pop up.

Once all search criteria has been entered, **Click** the “Search” button. To clear the search parameters entered on the search screen, **Click** the “Clear” button.

The screenshot shows the 'General Search' form with the following fields and callouts:

- Record Number:** Text input field with a question mark icon and callout 1.
- Record Type:** Dropdown menu with '--Select--' and callout 2.
- Record Status:** Dropdown menu with '--Select--' and callout 3.
- Record Created Start Date:** Date input field with a calendar icon and callout 4.
- Record Created End Date:** Date input field with a calendar icon and callout 5.
- Project Name:** Text input field with callout 6.
- Legal Description:** Text input field with a question mark icon and callout 7.
- Watersheds:** Section header above the Watershed Identification Number field.
- Watershed Identification Number:** Text input field with callout 8.
- Search** and **Clear** buttons at the bottom.

Figure 1 - CalTREES Search Criteria

### 6.2 Wildcard Searching

The CalTREES application has a wildcard character (%) that can be used to assist with searching for plans in CalTREES. The wildcard can be used in the text fields, but can't be used in the “Date” fields or fields with dropdown menu choices. The wildcard is used to take the place of any other character or string of characters in the field. The wildcard can be used multiple times in a search field to assist in narrowing down the search results.



### 6.3 Record Number/Harvest Document Number Search

The Record Number field is equivalent to the Harvest Document Number. The Record Number field format is 2-17EX-934-SHA where the field is represented by following components: [Region#]-[YY][Type]-[Sequence #]-[County].

- **Region #** - 1 = North Coast - Santa Rosa, 2 = Cascade - Redding, 3 = Southern - Riverside, 4 = Central Sierra - Fresno
- **YY** - Last 2 digits of year plan was submitted
- **Type** – the type of plan; EX = Exemption, EM = Emergency and NTMP. Please note Type is not used for THP
- **Sequence** = Unique Sequence Number assigned to plan. Plans submitted before October 1, 2018 will have a three digit sequence and plans submitted on or after October 1, 2018 will have a five digit sequence code.
- **County** = three character County identifier (see Appendix A for the list of all Counties and their associated 3 letter identifier)

Examples of wildcard (%) use in the Record Number/Harvest Document Number field:

- To search for all plans in Region 2, use the following format “**2-%**”
- To search for all plans in Shasta county, use the following format “**%-SHA**”
- To search for all plans submitted in 2018, use the following format “**%-18%**”
- To search for Emergency plans in Region 2 in Shasta County, use the following format - “**2-%EM-%-SHA**”
- To search for Emergency plans in Region 2 submitted in 2018 in Shasta County, use the following format “**2-18EM-%-SHA**”

### 6.4 Record Type/Plan Type and Record Status Search

Record Type is equivalent to the Plan Type. The Record Type and Record Status have dropdown menus that can be used to determine search criteria.

When viewing the dropdown list for Record Type, it will display differently depending on the internet browser being used. If Internet Explorer (IE) is being used, a full list of items will be shown in the dropdown menu, but only the items that can be used in the search will be available to select. All other choices will be “greyed out”. If your browser is Chrome, then only the searchable Record Types will be displayed.

Record Status values are based on the Record Type chosen as search criteria. A Record Type must be selected to be able to enter a Record Status as search criteria. When a Record Type is chosen, only Record Status’ appropriate for that Record Type will be displayed in the dropdown menu.

The Record Status has several choices and some of the choice will not be used. Please see the Appendix A for the most common Record Status’ and their definitions.

## 6.5 Record Created Start and End Dates

The Record Created Start Date and Record Created End Date represent the date range when a plan was submitted to CAL FIRE. Please note this does not represent the date a plan changed from one status to another.

One example of searching by date is:

- To search plans submitted between January 1, 2018 and August 1, 2018, enter “**01/01/2018**” in the Record Created Start Date and enter “**08/01/2018**” in the Record Created End Date.

## 6.6 Project Name Search

The Project Name is a field that can be submitted on the harvest document plan. It is an optional field, so it may not always exist on all plans in CalTREES. This field is a text field and the wildcard (%) can be used to assist with searching.

Examples of searching by Project Name:

- To find plans with “Carr” anywhere in the Project Name field, enter the following format - “**%Carr%**”
- To find plans where Project Name begins with “Carr”, enter the following format - “**Carr%**”
- To find plans where Project Name ends with “Carr”, enter the following format - “**%Carr**”

## 6.7 Legal Description Search

When searching by the Legal Description, there is a very specific format that must be used. The format is [Merdian][Township][2 spaces][Range][2 space][Section#]. Below are the components of the Legal Description with the valid values for the search:

- **Median** - H = Humbolt, M = Mount Diablo, S = San Bernardino
- **Township** - ##N or ##S (where ## represents a two digit number; 0 pad if only one digit, ex. 05N)
- **Range** - ##E or ##W (where ## represents a two digit number; 0 pad if only one digit, ex. 05E)
- **Section** - # (space pad if only one digit, ex. ' 1')

If the Township or Range are only one digit, a leading zero must be added to make the search value contain 3 characters. For example, if the Township is “3n”, the search value of the Township should be “03n”. The same is true of the Range. If the Range is “5E”, the search value of the Range should be “05E”. Please note, the cardinal directions can be upper or lower case.

If the Section is only one digit, then an additional space must be added in front of the number. For example, Section is equal to 1, then a space is added before the number – “ 1” and this space is in addition to the two spaces required between the Range and Section.

**Example searches:**

What you are searching for	Enter This Value	Notes
Mount Diablo, Township 16N	M16N%	
Mount Diablo, Township 16N, Range 10W	M16N__10W	
Mount Diablo, Township 16N, Range 10W, and Section 3	M16N__10W__3	2 spaces between Township and Range and since Section is only one digit, 3 spaces between Range and Section
Mount Diablo, Township 6N, Range 10W, and Section 12	M06N__10W__12	2 spaces between Township and Range, 2 between Range and Section
Any Meridian, Township 16N, Range 4W and any Section	%16N__04W%	2 spaces between Township and Range
Only Humboldt Meridian	H%	
Humboldt, any township, Range 5E, and Section 10	H%05E__10	2 spaces between Range and section

Once search results are found, to see the actual Legal Description field for a specific plan, a specific plan must be chosen and reviewed. See Section 5 – Reviewing Plans for details on how to review the details of a specific plan. In short, once a plan is chosen, go to “Record Info”, then “Record Details”, then “More Details”, then “Applications Information Table”. This is the table that lists the actual Legal Descriptions for the chosen plan.

## 6.8 Watershed Search

Watershed information is submitted on timber harvest plans and there are several ways to search for the information. To search by the Watershed, the exact Watershed can be entered or the wildcard(%) can be used.

- Search by specific Watershed - If you would like to search for plans in a specific Watershed, then entire Watershed number can be entered into the field. For example, “**6532.230501**” could be entered and CalTREES would find all plans with that specific Watershed.
- Search using wildcard(%) – the wildcard can be used anywhere in the Watershed field. Here are a couple of examples of how it can assist with searching.
  - To search for a group of Watersheds that start with “6532”, then enter “**6532%**”
  - To search for a Watershed starting with “6532” and ended with “01”, then enter “**6532%01**”

Once search results are found, to see the actual Watershed field for a specific plan, a specific plan must be chosen and reviewed. See Section 5 – Reviewing Plans for details on how to review the details of a specific plan. In short, once a plan is chosen, go to “Record Info”, then “Record Details”, then “More Details”, then “Applications Information Table”. This table first lists the Legal Description and then the actual Watersheds are listed second in the table.

## 7.0 General Search Results

### 7.1 Sorting Search Results

The search results are displayed in a table and will provide a list of plans that meet the search criteria. At the top of the results are column labels and the column labels can be to sort the results. To sort the results, **Click** on the column label and it will sort the results in ascending order and **Click** the label again and results will be sorted in descending order.

Showing 1-50 of 272 | [Download results](#)

<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status
<input type="checkbox"/>	11/08/2018	2-18EM-00160-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00162-SHA	Notice of Emergency Timber Operations	Shasta-Cascade - Delta Fire - Boulder Creek	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00159-SHA	Notice of Emergency Timber Operations	Michael, John and Sharon Oconnell - Delta Fire	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00161-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder (2)	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00163-SHA	Notice of Emergency Timber Operations	Reenan - Delta Fire	Validated

### 7.2 Exporting Search Results

The search results can be exported in a CSV format by clicking on the **Download results** link. This export will provide a list of all the plans found in the search.

## 8.0 Reviewing Plans

To select a specific plan, **Click** on the document number link of the plan you would like to review.

<input type="checkbox"/>	11/08/2018	<a href="#">2-18EM-00160-SHA</a>	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder	Validated
<input type="checkbox"/>	11/08/2018	<a href="#">2-18EM-00162-SHA</a>	Notice of Emergency Timber Operations	Shasta-Cascade - Delta Fire - Boulder Creek	Validated

### 8.1 Specific Plan Review

Once a specific plan is chosen, the following information will be displayed.

Home **Timber Harvest Document**

Search Timber Harvest Documents

**Record 2-18EM-00160-SHA:**

**Notice of Emergency Timber Operations**

**Record Status: Validated**

**Record Info** ▼

**Record Details**

**Licensed Professional:**  
STEVE WILLS TRUCKING & LOGGING LLC  
PO BOX 335  
FORTUNA, CA, 95540  
Phone: 707-768-3781  
LTOA A8780

**Project Description:**  
SPI - Delta Fire - Little Boulder

[View Additional Licensed Professionals>>](#)

[More Details](#)

To get additional information about the plan, **Click** on the “Record Info” link.

**Record 2-18EM-00160-SHA:**

**Notice of Emergency Timber Operations**

**Record Status: Validated**

**Record Info** ▼

- Record Details**
- Processing Status**
- Related Records**
- Attachments**

**Record Details**

**Licensed Professional:**  
STEVE WILLS TRUCKING & LOGGING LLC  
PO BOX 335  
FORTUNA, CA, 95540  
Phone: 707-768-3781  
LTOA A8780

**Project Description:**  
SPI - Delta Fire - Little Boulder

### 8.2 Record Details

To see the Record Details information, **Click** on “Record Details”. This section includes License Professional and Contacts. The “Application Information” and “Application Information Table” contains different types of data depending on the document type. **Click** on the plus sign (+) next to the label to see details.

**Record Details**

**Licensed Professional:**  
STEVE WILLS TRUCKING & LOGGING LLC  
PO BOX 335  
FORTUNA, CA, 95540  
Phone: 707-768-3781  
LTOA A8780

**Project Description:**  
SPI - Delta Fire - Little Boulder

[View Additional Licensed Professionals>>](#)

**More Details**

**Related Contacts**

**Timber Owner Information**  
Organization  
SIERRA PACIFIC INDUSTRIES  
Primary Phone: 707-443-7030  
Mailing  
P O BOX 496014  
REDDING, CA, 96049-6014  
United States

**Timberland Owner Information**  
Organization  
SIERRA PACIFIC INDUSTRIES  
Primary Phone: 707-443-7030  
Mailing  
P O BOX 496014  
REDDING, CA, 96049-6014  
United States

**Application Information**  
**Application Information Table**

### 8.3 Application Information

When reviewing the parent record, you can **Click** on the plus sign (+) next to the “Application Information” and information such as total number of acres will be displayed.

Application Information Table	
Location	
Meridian:	Mount Diablo
Township:	35N
Range:	3E
Section:	27
Acres:	113
Section:	6
Acres:	2
County:	Shasta
Watersheds	
Watershed Identification Number:	5526.330202
Name:	Jackrabbit Flat
CALWATER Version:	2.2
Watershed Identification Number:	5526.320001
Name:	Washburn Bue Park
CALWATER Version:	2.2
Watershed Identification Number:	5526.320002
Name:	Rocky Ledge
CALWATER Version:	2.2

### 8.4 Application Information Table

When reviewing the parent record, you can **Click** on the plus sign (+) next to “Application Information Table” and information about the parent record will be displayed. Since the parent record is currently selected, the Legal Descriptions (Location) and, depending on the plan, the Watersheds will be displayed.

### 8.5 Processing Status

The Processing Status section shows the step in the plan processing. The symbols next to the phase has different meanings:

- 1) The green check mark means the step has been completed
- 2) The hour glass means the step is in progress
- 3) If there is no symbol next to a step that means the step has not started

To see more details about the step, **Click** on the arrow next to the step name. In the example, all steps up to Completion and Stocking Report are complete. The Review Team Verification step has been highlighted to show the due date of the task and when it was completed.


Processing Status	
✓ ▾ Intake	Due on 11/08/2018 Marked as Submitted on 11/08/2018
✓ ▾ Review Team Verification	Due on 11/15/2018 Marked as Verified on 11/08/2018
✓ ▸ Archaeologist Verification	
✓ ▸ Review Team Decision	
✓ ▸ Send Letter	
⌚ ▸ Completion and Stocking Report	
Complete	

### 8.6 Related Records

CalTREES creates a structure below the main document also called the parent record. The lower level items are called Related Records. The Related Records represent the different sections of the timber harvest plan. To view details about Related Records, click the “View” link next to item.

## Related Records

View Entire Tree »

Document Number	Type	Application Name	Date	View
 2-18-00150-SHA	Timber Harvest Plan	McCumber	<u>11/15/2018</u>	
 2-18-00150-SHA-REVIEW	THP Multi Agency Review	Review Form for THP:2-18-00150-SHA	<u>11/15/2018</u>	<a href="#">View</a>
 2-18-00150-SHA-GEN	Sec 1 General	McCumber	<u>11/15/2018</u>	<a href="#">View</a>
 2-18-00150-SHA-SILV	Sec 2 Item 14 Silviculture	McCumber	<u>11/15/2018</u>	<a href="#">View</a>

Now, the information in the “Application Information” and “Application Information Table” will pertain to the Related Record chosen.

## 8.7 Attachments

The attachments are documents that pertain to the plan. In this example, there are two documents associated to the plan. One is the plan (“Harvest Document Image”) that was submitted and the other is the acceptance letter generated by CAL FIRE. To view the documents, **Click** on the Attachment Name of the specific document that you would like to view.

## Appendix A

### A.1 Search Criteria Definitions

- 1) **Record Number** – harvest document number
- 2) **Record Type** – list of all plan types; can only select all types or one specific type
- 3) **Record Status** – values are based on Record Type and must choose Record Type for a list of values to be displayed
- 4) **Record Created Start Date** and 5) **Record Created End Date** – represents the date range the plan was submitted
- 6) **Project Name** – Project Name assigned to harvest document by submitter
- 7) **Legal Description** - the Meridan, Township, Range and Section where plans reside
- 8) **Watersheds** - Watersheds in California that average between 3,000 and 10,000 acres are identified by CALWATER planning watershed numbers.

### A.2 Common Record Status Definitions in CalTREES

Record Status	Definition
Approved	Has been approved and ready for operations
Closed	Plans that were returned, withdrawn, denied, not approved and not resubmitted.
Denied	CAL FIRE determined the plan is not in compliance
Director Decision	15 working days that Director has to approve plan
Filed	Plan has been submitted to CAL FIRE
In Review	Plan is in First Review
In Second Review	Plan is in Second Review
PHI Scheduled	PHI for this plan has been scheduled
Public Comment	The last 10 day period for public comment to be provided
Received	Received by CAL FIRE
Recirculation	New information after multi-agency review needing public review period.
Returned	Plan returned prior to filing date for insufficiencies
Withdrawn	Harvest document withdrawn from review by Plan Submitter prior to determination of conformance.

### A.3 CAL FIRE Regions

Numeric CAL FIRE Regions
1 – North Coast Region I - Santa Rosa
2 – Cascade Region II - Redding
3 – Southern Region III - Riverside
4 – Central Sierra Region IV - Fresno



## A.4 CAL FIRE Units

CAL FIRE Units			
AEU	Amador-El Dorado	MVU	San Diego
BDU	San Bernardino	NEU	Nevada-Yuba-Placer
BEU	San Benito-Monterey	RRU	Riverside
BTU	Butte	SCU	Santa Clara
CZU	San Mateo-Santa Cruz	SHU	Shasta-Trinity
FKU	Fresno-Kings	SKU	Siskiyou
HUU	Humboldt-Del Norte	SLU	San Luis Obispo
LMU	Lassen-Modoc	TCU	Tuolumne-Calaveras
LNU	Sonoma-Lake-Napa	TGU	Tehama-Glenn
MEU	Mendocino	TUU	Tulare
MMU	Madera-Mariposa-Merced		

## A.5 List of County Abbreviations

List of Counties with Abbreviations					
ALA	Alameda	MAD	Madera	SJN	San Joaquin
ALP	Alpine	MAN	Marin	SLO	San Luis Obispo
AMA	Amador	MAR	Mariposa	SMO	San Mateo
BUT	Butte	MEN	Mendocino	SBA	Santa Barbara
CAL	Calaveras	MER	Merced	SCL	Santa Clara
COL	Colusa	MOD	Modoc	SCR	Santa Cruz
CCA	Contra Costa	MOO	Mono	SHA	Shasta
DEL	Del Norte	MON	Monterey	SIE	Sierra
ELD	El Dorado	NAP	Napa	SIS	Siskiyou
FRE	Fresno	NEV	Nevada	SOL	Solano
GLE	Glenn	ORA	Orange	SON	Sonoma
HUM	Humboldt	PLA	Placer	STA	Stanislaus
IMP	Imperial	PLU	Plumas	SUT	Sutter
INY	Inyo	RIV	Riverside	TEH	Tehama
KER	Kern	SAC	Sacramento	TRI	Trinity
KIN	Kings	SBO	San Benito	TUL	Tulare
LAS	Lassen	SBR	San Bernardino	TUO	Tuolumne
LAN	Los Angeles	SDO	San Diego	VEN	Ventura
LAK	Lake	SFO	San Francisco	YOL	Yolo
				YUB	Yuba